

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4411 **TITLE:** DEPUTY SHERIFF MAJOR

GRADE: C-31

DEFINITION:

Under general direction, and in accordance with federal, state, county and agency regulations, performs executive managerial duties in the field of law enforcement, specifically in the areas of correctional services, community corrections, court services and administration; commands one of the major divisions of the Office of Sheriff; as well as other duties assigned by supervisors acting on behalf of the Sheriff.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Sheriff Major class differs from the Deputy Sheriff Captain class in that the Deputy Sheriff Captain class will manage a large homogenous branch (e.g. Confinement) or a mid-sized multifunctional branch (e.g. Intake and Records) whereas the Deputy Sheriff Major class will command one of the four major divisions of the Office of the Sheriff (e.g. Correctional Services, Community Services, Court Services or Administration).

The Deputy Sheriff Major class differs from the Chief Deputy Sheriff class in that the Chief Deputy Sheriff class, appointed by the Sheriff is responsible for overall leadership of two of the four divisions of the agency whereas the Deputy Sheriff Major class commands one of those divisions.

The Sheriff's Department is typically organized in units, within sections, within sections, within branches, within divisions (smallest to largest).

ILLUSTRATIVE DUTIES:

Conducts or supervises managerial, correctional and technical studies to improve divisional operations and services;

Conducts the inspection of the Adult Detention Center and inmate population to ensure adherence to prescribed health, welfare and safety standards

Reviews/ approves correspondence relating to public complaints and inquiries;

Prepares and/or reviews and approves activity and incident reports for superiors and other county entities;

Acts on behalf of the Chief Deputy Sheriffs and/or the Sheriff.

Reviews/approves staffing needs projections and oversees the preparation of the budget for assigned division;

Develops division operational priorities;

Establishes procedures and policies for the management and daily operation of the division;

Develops and/or oversees the development and implementation of revisions to standard operating procedures;

Recommends, develops and implements policy changes;

Reviews/critiques emergency operations and response procedures between agency and other public safety entities;
Plans, manages, directs and administers the activities of one of the Sheriff Department's divisions;
Plans, schedules, assigns and reviews the work of subordinate supervisors in assigned division;
Conducts performance appraisals for both civilians and uniformed subordinates;
Interviews and recommends candidates to fill civilian vacancies;
Ensures the training level of subordinate staff is sufficient to satisfactorily perform their duties and meet requirements mandated by law;
Initiates disciplinary actions and administers informal and formal discipline to staff found to have violated standard operating procedures;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of policies, procedures and practices of the agency;
Thorough knowledge of federal, state and County laws and ordinances applicable to division operations;
Thorough knowledge of the standards of the American Corrections Association and the Virginia Department of Corrections as they pertain to the operation and administration of jails and detention facilities;
Thorough knowledge of department standard operating procedures;
Thorough knowledge of the department's riot, hostage, fire and disaster plans;
Knowledge of department information system technology (e.g. PCs, Live Scan, etc.)
Knowledge of supervisory techniques and the ability to apply them effectively;
Demonstrated skill in the use of fire arms;
Ability to effect a physical arrest;
Ability to maintain a physical fitness level appropriate to assignment;
Ability to make accurate observations and to communicate clearly and concisely, both orally and in writing;
Ability to establish and maintain good working relationships with fellow staff members, inmates and external departments and agencies;
Ability to work effectively under stress and to act calmly and quickly in emergencies;
Ability to plan and direct operations under a variety of conditions;
Ability to effectively handle situations requiring tact, diplomacy, fairness and good judgement.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
High school graduation or possession of a G.E.D. issued by a state department of education;
PLUS
Must be presently serving as a Deputy Sheriff Captain.

REVISED: August 6, 2002
REVISED: September 4, 1986
REVISED: July 1977